



# Base Bulletin

Vandenberg AFB, CA 93437-0759



14 November 2001

No. 46

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items (via email to <mailto:publishing.management.dci@vandenberg.af.mil> or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614) to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Submit your items typed or printed on 30 SW Form 8, Official Bulletin Notice. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Limit official items to four lines, unofficial to 2-3 lines and personal items to 1 line. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

## SECTION I - ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961

Safety Hazard? Dial 5-SAFE (If off base, dial 605-SAFE)

## SECTION II - OFFICIAL

### 1. 30<sup>th</sup> Communications Squadron:

**a. Emission Security Announcement.** If you have classified processors and have a need to switch classified and unclassified signal wire lines or share one monitor, keyboard, and mouse with a classified central processing unit (CPU) and an unclassified CPU, an A/B switch can be used. Contact MSgt M. Landon at extension 5-2352 for more information.

**b. Effective Immediately:** Thirty days from a squadron's initial Records Management (RM) staff assistance visit (SAV), the Base RM Office (30 CS/SCBR) will conduct mandatory follow-up SAVs to document complete closure. This will occur if the Base RM Office receives applicable corrective actions or not. (30 CS/SCBR, 6-4212)

**c. Processing Administrative Communications:** Sealed First Class letters marked "RETURN SERVICE REQUESTED" must be safe guarded after duty hours just as controlled mail. Do not leave these communications unattended overnight. (Newman, BITC 6-6545)

**d. New AFSPC Forms Management Supplement:** The AFSPC Forms Management office has issued a new supplement to AFI33-360Vol2, **Forms Management Program**. The supplement prescribes several offices that are required to coordinate new and revised forms on a new overprint of DD 67 **Form Processing Action Request**. The supplement and the new DD 67 Overprint form are available at: <https://midway.peterson.af.mil/pubs/formlinks/ddforms.htm>. (30CS/SCSP-DCI, 6-7892)

Privacy Act Monitor & Freedom  
of Information Act

Ms. Marie Hope

30CS/SCXSF

Public Affairs

Capt Knowles

30SW/PA

OPSEC Manager & Foreign  
Disclosure Officer

Mr. Robert Edwards

30SW/XP

Base Records Manager

Mr. Joe Jiles

30CS/SCBR-DCI

Judge Advocate General

Col Arrigo or Lt Col Fleming

14AF/JA or 30SW/JA

Vice Commander

Col Elliott or Col Strathern

14AF/CV or 30SW/CV

**e. AFSPC Publishing Web Page Has Moved:** The new URL's for the publications and forms have moved to: AFSPC Forms Link Page — <https://midway.peterson.af.mil/pubs/formlinks/index.htm>, and AFSPC Electronic Publishing — <https://midway.peterson.af.mil/pubs/formpub.htm>. (30CS/SCSP-DCI, 6-7892)

OPR: 30CS/SCSP-DCI

Distribution: F

**TEAM VANDENBERG**

**2. Traffic Management Office:**

**a. Separating, Retiring or PCSing?** PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: TSgt Dobbs, ext 6-0904 (30 TRANS/LGTTH)

**b. Approval for On-Base Commercial Carrier Accounts and Pick Up Points:** Attention all DoD organizations on Vandenberg AFB: Under the provisions of AFI 24-201, paragraph 2.1, the Traffic Management Office (TMO) must approve all on-base commercial carrier accounts and pick up points. To assist us in ensuring we are complying with AFI 24-201, we request all organizations with a commercial carrier (Federal Express, United Parcel, etc.) contact TMO. POC: MSgt Hawley, ext 6-3381 (30 TRANS/LGTTF)

**3. Commissary & Mini-Comm Hours for Thanksgiving:** In Observance of Thanksgiving, the Commissary and Mini-Comm hours will be:

An additional full-service shopping day will occur on Monday 19 Nov 2001. Hours will be:

19 Nov 2001	Main Store Hours:	0930-1800
19 Nov 2001	Mini-Comm Hours:	0600-0930 and 1800-2100.

Thanksgiving Holiday hours will be:

22 Nov 2001	Both Stores:	Closed
23 Nov 2001	Main Store Hours:	Closed
23 Nov 2001	Mini-Comm Hours:	0600-2100 (DeCA/WP.VRG, 5-8803)

**4. Notice:** Colonel Robert M. Worley II, 30 SW/CC, regrets to announce the death of A1C Cassandra C. Willoughby of the 30th Communications Squadron. Anyone having claims for or against the estate of A1C Willoughby, deceased, please contact Capt Patricia Wiegman-Lenz, 30 CS/SCS, at 6-8787. Email: [patricia.wiegman-lenz@vandenberg.af.mil](mailto:patricia.wiegman-lenz@vandenberg.af.mil).

**5. Annual Leave Donations:** Linda J. Richards, 30 MSS/DPHE, Vandenberg AFB, and Denise Christopher, 56<sup>th</sup> Medical Operations Squadron, Luke AFB, have been approved for the Voluntary Leave Transfer Program. Civil Service employees wishing to donate their annual leave must complete an Optional Form 630-A. Come by Building 11777, Room B-105 to pickup/complete/turn-in the form. OF 630-A can be printed from website: [http://www.opm.gov/FORMS/PDF\\_FILL/opm630a.pdf](http://www.opm.gov/FORMS/PDF_FILL/opm630a.pdf). (30 MSS/DPCE, 6-5847)

**OFFICIAL**

**Robert M. Worley II**  
**Colonel, USAF**  
**Commander**

**Mary E. Meyer**  
**Chief, Publishing Management**

**SECTION III - UNOFFICIAL**

**Family Support Center:** Pre-Register for all Classes, Workshops & Seminars. (30MSS/DPF)

**a. Manage Your Move:** 14 Nov 01, 1330. For adults on the move, includes briefings from Finance, TMO, Housing, Legal Office, and tips from TRICARE. Have your questions ready and plan to attend within 120-90 days prior to departure. Spouses are encouraged to attend. Call 6-0801 to register.

**b. National Society of Military Widows:** 14 Nov 01, 1400. Meet at the Retiree Activities Center located adjacent to the Base Exchange and Four Seasons Store. Guest speakers talk on items of interest to widows and retirees.

**c. Developing a Spending Plan that Works:** 15 Nov 01, 1100-12. A seminar that presents information on developing a plan for spending and saving money. Take a look at spending habits, understanding and clarifying needs from wants, and how to have balance in your spending.

**d. Healthy Cooking Classes:** 15 Nov 01, 1400. Call the HAWC, 6-2211, to sign up.

**e. Self Esteem Class:** 15 Nov 01, 1330-1500 in the 30 MDG Commander's Conference Room. We all have self-esteem, so come by and learn more about it. Hosted by Julie Ramsey, LCSW, and Nancy Sias, RN, MA, MFT. Contact Val Anderson at 6-8217 or 6-5338 to RSVP.

**f. Retiree Appreciation Day:** 16 Nov 01, 0830. The annual Retiree Appreciation Day will be held on 16 Nov 2001, at the Pacific Coast Club. Registration begins at 0830 and the formal program will begin at 0930. Guest Speakers will be Maj Gen (ret) Richard Murray, President of the National Association for Uniformed Services (NAUS); Chief Master Sergeant (ret) Mark Olanoff, National Legislative Director of the Retired Enlisted Association; and, Lt Col Scott Dawson, 30 Medical Group, Vandenberg Air Force Base. TRICARE-for-Life will be the primary topic, but other services and issues will be discussed. Invitational letters were sent out on August 21, 2001, and attendees must RSVP to the following numbers: (805) 606-5474 or (805) 606-3711.

**g. ARC Babysitter's Training Course:** 17 Nov, 0800-1700 at the Family Support Center. Cost is \$25.00 per participant. Objective is to teach young people 11-15 years of age essential skills for handling the responsibilities of childcare as well as being a well-rounded babysitter. This course also addresses the issues of employee expectations of the babysitter. Students will learn how to: interview for a babysitting job, make good reasonable decisions, supervise children, adjust actions based on age of child, choose safe and age appropriate toys and games, keep children and babysitter safe, handle an emergency or illness, perform first aid, including responding effectively to life-threatening emergencies, and perform basic care routines such as diapering feeding and dressing of infants and children. For information or registration contact the Lompoc ARC office at 736-5110 or TSgt Lefebvre at 606-0039.

**h. Global Hearts Group:** 17 Nov 01. The Family Support Center, Chapel, and Services Squadron realizes that being separated from the service member involves a lot of adjustment for you and your family. We also know you will be faced with new problems, both physical and emotional. The Global Hearts Group was started to offer you support, answer any questions, and try to make your separation from your spouse as stress free as possible. There are several sources of help and support for military families with deployment related needs. Asking for help is not a sign of weakness, it shows that you're concerned about your family and willing to take action to solve any problem. This group is intended for remaining spouses of active duty members who are TDY, remote, or deployed for more than 30 days. Next meeting date is scheduled for 17 Nov 01. If you have any questions regarding the Global Hearts Group, contact the Family Support Center at 606-0039.

**i. Newcomer Spouse Orientation:** 19 Nov 01, 745-1230 for a full morning of the Base Newcomer Orientation at the Pacific Coast Club or opt to arrive at 0950 to attend the Community Fair followed by the Spouse Group at 1100. Children are welcome to the Fair and Spouse Group — toys are provided. Meet other newcomers and learn about services and things to do on and off VAFB. Registration is not necessary, but call 6-0801 for more information.

**j. Sponsorship Training:** 19 Nov 01, 1500-1600. Hear about the changes in the program and learn sponsor responsibilities, relocation resources, and tips to assist newcomers. Also offered as a tutorial on the "Intranet" or website <https://intranet.vandenberg.af.mil/sponsor/index.htm>. To sign up call 6-0801.

**k. Operation Baby Launch:** 19 Nov, 1700 in the 30 Medical Group Auditorium (across from the Orderly Room on the First Floor). A health care information meeting for expectant parents or anyone anticipating starting a family. Gather information on healthcare options and benefits. Representatives from each of the contracted hospitals will be in attendance. Spouses/partners are welcome. For further information contact Capt Eagleton at 606-9630, Val Anderson at 606-5338 or Nancy Sias at 606-8217.

**l. Financial Planning:** 20 Nov, 1700. The future is now! Are you ready for retirement? College? Estate planning? Tax savings? Second career? Get the information you need to help you make decisions that affect your future. Call 6-4491 to register.

**m. Resume Writing:** 21 Nov 01, 0930-1130. Learn how to write a winning resume or update an old one. Learn current formats/styles, hot effective words and power statements to include in your winning resume! To register call Tinisha Agramonte at 5-8557.

**n. Individual Retirement Accounts:** 23 Nov 01, 1100-1200. Today's IRA's offer greater flexibility and incentives for saving than ever before. Learn how to determine the best IRA choice for you and your family. To register call 6-4491.

**o. Financial Basics:** 26 Nov 01 1100. Learn financial management basics such as checkbook maintenance, credit spending, choosing a financial institution, credit pitfalls, decoding financial terminology and making your paydays count! To register call 6-4491.

**p. TOPS (Take Off Pounds Sensibly):** Every Tuesday at 1900-2000. A weight reduction support group is available for those interested in losing weight and meeting with others who have similar goals. Call Julie at 733-7905, or the HAWC at 6-2221.

**q. Single Parents Support Group:** 27 Nov 01, 1100-1300 at the Pacific Coast Club. This is an informal group for individuals who are dealing with divorce and single parenting. Pre-Registration not required. For more information, call 6-9958.

**r. Interviewing and Dress for Success:** 28 Nov 01, 0900. Make a statement, and get the job! Learn what to wear and what "not" to wear. Learn tips to dress for your interview and workplace. To sign up, call 6-0039.

**s. WIC Office Comes To You:** 29 Nov 01. A satellite office of the Women, Infants, & Children (WIC) Program is at the Family Support Center from 0800-1700 for Vandenberg personnel who meet program requirements. WIC is a nutrition education program, and provides supplemental food to promote good health for pregnant, breastfeeding, and postpartum women, infants and children up to age five. For more information contact Teresa Orozco at 6-4636, or call the Lompoc WIC office at 737-6470 for an appointment.

**t. Information and Referral:** The I & R helps you determine your needs and refers you to the right resource. The I & R program is designed to give information on programs and services offered in the Vandenberg Community; on and off base. Call your Information & Referral contact if there is a service, program, location, or phone number you are looking for. Receive information on such topics as: Adoption, ARC Teen Babysitter Lists, Citizenship/ Immigration, Elder care, Local Area Info, Speakers Bureau, Family Home Daycare Providers, Maps/Phone books, Santa Maria & Lompoc Preschool lists, Local Clubs/Assoc./Support Groups, and more! Dial 6-INFO (6-4636) and get the information you need.

**u. The Food Pantry:** The Food Pantry is a volunteer program that assists military personnel and their family members experiencing financial hardship by collecting and distributing donated food and other products. Families are provided with a certain amount of food to help them get through a payday-to-payday existence. In addition, Ms. Darlene Horne distributes USDA commodities to qualified families according to income. The following donations are always needed and appreciated: Cereal, Rice, Peanut Butter, Beans, Pasta, Soups, Baby Formula, Crackers, Cookies, Baby Food, Canned Fruits/Vegetables, Basic Essentials. For more information call 6-2960 or 6-0039.

**v. Moms to New Moms Program:** As a new mom you may have questions or worries about your new role. Consider this mentorship program that provides you special support during this time in your life. Contact Nancy Sias at 6-5338 for details.

**w. Red Cross Office Update:** Your local Red Cross is still serving the VAFB community. The Red Cross office is still located on the third floor of the hospital/clinic. Our hospital/clinic volunteer program is administered from the office by Mark Shervanick. People interested in volunteering at the hospital/clinic can reach Mr. Shervanick at 605-0042. All other Red Cross services are provided to the VAFB community through the Lompoc (736-5110 at 312 North H St.) and Santa Maria (928-0778 at 222 West Carmen Ln. Suite 102) Red Cross offices. Our staff are available to assist you Monday through Friday from 8:00am to 5:00pm (closed 12-1 for lunch). For a military family emergency our caseworker can be reached at 1-800-951-5600.

**30th Services Squadron:** (30 SVS/SVK, 6-0276)

**a. Pacific Coast Club:** (For details on any club functions please call 734-4375 or 734-4376).

**The Pacific Coast Club will be closed on 12 Nov 01 in observance of the Veteran's Day Holiday.**

#### *Entertainment*

- **Ultimate Membership Drive Kickoff:** Now through 18 Nov 01. Become a club member during this drive and have a chance to win some new wheels.
- **Every Friday is Club Card Drawing.** Don't miss your chance to win the Jackpot. Drawing is every Friday between 1700-2000. Must be present to win.
- **Entertainment Events:**
  - 15 Nov 01, 2100-0200. **Mug Night with DJ** in the Hawk's Nest.
  - 16 Nov 01, 1800-2200. **DJ** in the Launch Pad.
  - 16 Nov 01, 2000-2400. **Karaoke Night** in the Hawk's Nest.
  - 19 Nov 01. Football Frenzy. **Giants vs Vikings** Both Lounges open at 1700.
  - 24 Nov 01, 2100-0400. **All Nighter** in the Hawk's Nest.

## Menu

- **Special Dining:** 1800-2000.
  - 14 Nov 01. **All U-Can-Eat – Beef & Crab Legs.** \$16.95.
  - 18 Nov 01. 1000-1400. **Sunday Brunch.** Adults, \$13.95.
  - 21 Nov 01. No Wednesday Dining Special due to the holiday.
- b. **Fitness Center:** (30SVS/SVMP, 6-3832)
  - **30 Minute Mania:** A new program that rewards you for working out. For each 30 minute workout, get an entry for a monthly prize giveaway. Entry forms available at the front counter.
  - **Ongoing Classes:** The Fitness Center has classes in Karate, Aerobics, Yoga and more. Stop by the Fitness center for the current schedule. For more information, call 736-6213.
  - **Run/Walk Across America:** This is a free incentive program with awards being offered for achieving levels of distance. This program is open to everyone. Sign up at the Fitness Center.
  - **Boxing Club:** Monday and Friday 1830 to 2000, in the Aerobics Center Annex. Contact Don Green at 733-2245 for more information.
  - **Rock Climbing Club:** If you are interested in forming a club, contact Rod Paronto at 6-3832 for more details.
  - **Upcoming Activities:**
    - 15 Nov 01, 0900-1000. **Men on Weights.**
    - 16 Nov 01, 1200. **5K/10K Turkey Trot.**
- c. **Bowling Center:** (30SVS/SVK, 6-3209)
  - **Roll for a Turkey:** Through 17 Nov 01. Every game bowled gets you an entry in the Turkey drawing. (not valid during Thunder Alley).
  - **Turkey Shoot:** Through 16 Nov 01. Attention League Bowlers. Put up \$1 before bowling, get strikes in the 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> frames and win 1/3 of the pot.
  - **Thunder Alley/Rock 300:** Glow and Bowl. Thursday, 1800-2100, Family Night. Friday, 2200-0100, Thunder Alley/Rock 300. Saturday, 2100-2400, Thunder Alley/Rock 300.
  - **Bonanza Bingo:** Play daily from open to close. It's only \$1 per card for a chance to win up to \$1000.
- d. **Services Center:** (30SVS/SVYR, 5-8974)
  - Information Tickets & Travel
    - 23 Nov 01. **Christmas Shopping Trip to the Camarillo Mall.** Transportation \$35.
    - 6 Dec 01. **Disneyland or California Adventure.** Transportation to either park, \$35. Ticket purchase required.
    - 8 Dec 01. **Glory of Christmas** at the Crystal Cathedral. Transportation and reserved center balcony seating, \$65.
    - 27 Dec 01. **Aida** at the Ahmanson Theater. Transportation and orchestra seating \$98.
    - 13 Jan 02. **Stars on Ice** in San Jose. Transportation and tickets \$98.
  - **Natural Knead Massage Therapy:** Therapeutic massage is a valuable addition to health care and fitness routines as a natural way to promote healthy body functioning, and to enhance the body's restorative powers. Located in the Services Center, call for appointments at 5-4748.

Current Specials Offered:

  - 30 Minute Lemon and Mint Foot Bath and Massage - \$25.
  - 1 Hour Aromatherapy Massage Special - \$45.
  - 1 Hour Massage Special for E1-E4 - \$35.

**Christmas Gift Certificates** available.
- e. **Youth Center:** (30SVS/SVYY, 6-2152)
  - **Volunteers Needed:** Youth Sports is looking for volunteers to be coaches, scorekeepers and officials for the upcoming season.
  - **Parents Advisory Board:** Stop by the first Wednesday of every month for the Parents Advisory Board Meeting.
- g. **Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)
  - **Turkey Shoot:** 17 Nov 01. Format: 2-Person Select Shot. Entry fee is \$10 per player. Sign up at the Pro Shop.
  - **Scotch Foursome Tournament:** 18 Nov 01, 1000. Sign up at the Pro Shop.
  - **Ladies Priority:** Every Wednesday 0830-0900.
- h. **Rod & Gun Club:** (30 SVS/SVRO, 6-4560)
  - **Thanksgiving Turkey Shoot:** 17 Nov 01, 0900-1500. Participants can compete in sporting clays, indoor archery, pistol, or rifle events. Contact Lance at 6-4560 for entry fees and additional information.

- **Open Skeet and Trap Shooting:** Every Wed, Fri, Sat, and Sun at 0830, except for special events.
- i. **Library:** (30 SVS/SVT, 6-6414)
  - **Craft-Making Class:** 17 Nov 01, 1300-1500. Native American Craft Making Class for ages 2-5. Contact the Library at 6-6414 to sign up.
  - **Preschool Story Time:** Story time for children 2 to 5 years old every Thursday at 1000. Contact the Library at 6-6414 to sign up.
  - **Internet is Here!** The library now has Internet access available.